



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 30, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-23

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Revision to OSUP Memo #2002-15, OSUP Policy on Direct Deposit Setup

The OSUP policy on Direct Deposit Setup has been revised for further clarification. An employee's direct deposit *cannot* be set up to go to a third party's account. This includes any account where the employee is not named on the account. The only exceptions OSUP will allow to this policy are deposits to a dependent's account or to the account of a parent/guardian when the employee is a dependent of the parent/guardian.

Agency personnel must audit any new direct deposit enrollment documents to assure compliance with this policy. Agency personnel that are aware of any direct deposits currently set up that are being deposited to a third party account must contact the employee to correct this immediately.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	Angel Vernon	342-5344

JWC:PAR/kmb